

Job posting preview

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Bulletin Number	8073BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	DEPARTMENTAL EMPLOYEE RELATIONS REPRESENTATIVE
Exam Number	R1907B
Filing Type	Open Continuous
Filing Start Date	02/17/2015
Salary Type	Monthly
Salary Minimum	5307.00
Salary Maximum	6592.27
Position/Program Information	<p>Assists in the administration of the employee relations program of a large County department characterized by diverse employee bargaining units and complex employee relations issues.</p> <p>Positions allocable to this class assist in the administration of the employee relations program of a large County department with diverse employee bargaining units and complex employee relations issues, including representing departmental management in contacts and negotiations with employee organizations, advising departmental management on the interpretation and application of memoranda of understanding, the processing of grievances, and coordinating departmental employee relations programs and activities with the Chief Executive Office's Employee Relations Division to ensure conformity with Countywide employee relations policies and directives. Positions allocable to this class generally report to a higher level position in the department's human resources or employee relations operation. Positions within this class must have strong written and verbal communication skills and a working knowledge of departmental operations, policies, procedures and Countywide employee relations policies and directives.</p>
Essential Job Functions	<p>Formulates and recommends or assists in formulating and recommending policies, procedures, rules, and regulations governing the department's employee relations program.</p> <p>Consults with the Chief Executive Office's employee relations staff to ensure that the department's employee relations program conforms to Countywide employee relations policies and directives.</p> <p>Confers with employees, employee organizations, and departmental management personnel to clarify the employee relations policies of the department and to provide information regarding the rights and obligations of the parties concerned and the recourse available to them.</p> <p>Represents or assists in representing departmental management in formal negotiations with certified employee organizations.</p> <p>Testifies before the Employee Relations Commission on matters concerning the department's employee relations program.</p> <p>Administers or assists in administering agreements reached with employee organizations and in interpreting such agreements to all concerned parties in order to ensure uniform application throughout the department.</p> <p>Analyzes employee problems and individual grievance records and recommends solutions to departmental management.</p> <p>Assists, and coordinates with, central personnel employee relations staff assigned</p>

to represent the department in arbitration cases and other employee relations matters before the Employee Relations Commission.

Encourages communication from employees, employee organizations, and department management regarding employee relations problems and issues.

Uses available administrative, personnel, and staff development resources to aid in the accomplishment of effective employee-management relations.

Conducts or assists in conducting surveys, field audits, and related activities in order to evaluate the effectiveness of the department's employee relations program.

Requirements**MINIMUM REQUIREMENTS:**

OPTION A: Three year's experience in a staff capacity* analyzing and making recommendations for the solution of problems of organization, program, budget, or personnel, one year of which must have been in a responsible capacity** and must have included advising and assisting supervisory and management personnel in the interpretation and application of the terms of labor agreements, processing grievances, and participating in informal and formal contacts with employee representatives regarding employee relations matters.

OPTION B: Graduation from an accredited*** college with a Bachelor's Degree in labor studies, industrial relations or a closely related field and one year experience representing either management or labor in negotiating or administering labor management agreements. An additional two years of the required experience may be substituted for the required education.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

* Staff capacity is defined as work performed in an advisory capacity to line managers to provide program and administrative support. This includes assisting and supporting administration by doing research, analysis, and making recommendations to line managers on matters such as utilization of personnel, allocation of funds, workload and workload fluctuations, and programs and procedures for accomplishing work objectives.

** Responsible capacity means staff experience at the journey-level requiring working knowledge of rules, regulations, and other guidelines relating to the program area assigned.

*** Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

In order to receive credit for any college course work, or any type of college degree, you must include a legible copy of the official diploma and official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.

EXPERIENCE PERFORMING DUTIES OUTSIDE OF APPLICANT'S OFFICIAL PAYROLL TITLE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE

NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**Accreditation
Information**

Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination
Content**

This examination will consist of two (2) parts.

PART I: A written test weighted 50% that contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis & Decision Making/Mathematics, Reading Comprehension, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

NOTE: Applicants that have taken the identical written test(s) for other exams within the last (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II). Candidates who are unsuccessful on the written test will be notified by mail. Test scores cannot be given over the phone.

PART 2: A Structured Interview weighted 50%, designed to assess Knowledge of Employment Laws, Interpersonal & Communication Skills, Work Skills & Productivity, Software Knowledge and Skills.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Invitations to the written test and interview may be sent to the email address provided in the application.

Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

**Special
Information**

TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP CANDIDATES PREPARE FOR WRITTEN AND INTERVIEW EMPLOYMENT TESTS:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

You can also access practice tests for the computerized version of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The eligible register resulting from this examination will be used to fill vacancies throughout the County of Los Angeles.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of 12 months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**Job Opportunity
Information**

Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

**Application and
Filing Information**

APPLICATIONS MUST BE FILED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded at the time of filing or during the examination process. We must receive your application by 5:00 pm, PST, on the last day of filing.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

All information is subject to verification. We may reject your application at any time during All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. DIRECT COPIES OF CLASS SPECIFICATIONS AND MINIMUM REQUIREMENTS AS YOUR DESCRIPTION OF DUTIES WILL NOT BE

County of Los Angeles Information

SUFFICIENT TO MEET REQUIREMENTS. If your application is incomplete it will be rejected.

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Employment Information Services Office

Department Contact Phone

(213) 738-2084

Department Contact Email

srivanis@hr.lacounty.gov

ADA Coordinator Phone

adarequests@hr.lacounty.gov

Teletype Phone

(800) 899-4099

California Relay Services Phone

(800) 735-2922

Alternate TTY Phone

(800) 897-0077

Job Field

General Government Services/Other

Job Type

Professional

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